

**Department of Employee Trust Funds
WRS EXTRANET USER MANUAL**

CHAPTER 8 – WRS ACCOUNT UPDATE - ANNUAL PROCESSING

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800 Introduction

The WRS Account Update Application's annual processing transaction allows employers who receive annual pre-lists to transmit year-end annual detail online for all WRS covered employees.

Instructions to report annual information via the Extranet. Detailed explanations of annual reconciliation, including action codes, action dates, etc. can be found in Chapter 9 of the *WRS Administration Manual*.

NOTE: State agencies cannot use the Extranet to report annual transactions.

The ability to process these transactions online is available to employees of WRS participating employers who have authorized the employee to access the WRS Account Update Application. Authorization requires that ETF have an *Employer Extranet Application Security Agreement* (ET-8928) on file. (Refer to Chapter 1 of this manual.)

801 Log On Instructions

Once you have accessed the Extranet site as instructed in Chapter 2,

1. Select the WRS Account Update Application.
2. Key Logon ID, tab to Password field, key your Password
3. Select OK
4. Enter your 7 digit Employer Identification Number (e.g. 1234000)
5. Select Submit.

802 Annual Processing – P000

1. After you access the WRS Account Update Application, select the 'Annual Processing,' the first employee from your pre-list without a completed Action Code field will display. The incomplete transaction indicates an unprocessed annual.
2. Information displayed on the screen will consist of employee last name, first name, last 4 digits of their Social Security Number and employment category.
3. **Review** the information displayed. If incorrect, return to the Extranet WRS Account Update application and make corrections based on the type of error. Select 'Skip' for any employees needing correction in this step and use the following instructions:
Note: The corrections will not be displayed on the Annual Processing screen.
 - a. If name is incorrect, select the Name/Address Change transaction to correct the name. Proceed to Step 15 below.
 - b. If employment category is incorrect, and no service and earnings have been reported to the incorrect employment category, select Employment Category Change transaction to correct the employment category. Proceed to 15 below.

- c. If employment category is incorrect due to a change in employment category, and previous service and earnings have been reported to the previous employment category, select the WRS Enrollment transaction to enroll the employee in the current employment category. Proceed to Step 15 below.
4. If all information in Step 2 is correct, proceed to Step 5.
5. Select the appropriate **Action Code** for the employee displayed:
 - a. 00 – Annual with Earnings
 - b. 40 – Annual without Earnings
 - c. 50 – Military/ Union Leave
 - d. 51 – Unpaid Leave of Absence
 - e. 53 – Begin Layoff
 - f. Skip – Employee is on pre-list in error (e.g., a termination report is being submitted or has been submitted) or the record was incorrect.
6. Insert the correct **Action Date** for the employee displayed, in conjunction with *the Action Code* used:
 - a. Action Code 00 – Pre-filled with 12/31/YR, with YR being current processing year.
 - b. Action Code 40 – Requires blank Action Date.
 - c. Action Code 50 – Requires blank Action Date.
 - d. Action Code 51 – Requires blank Action Date.
 - e. Action Code 53 – Requires blank Action Date.
 - f. Skip – Requires blank Action Date.
7. Insert the correct **Last Earnings Date** for the employee displayed, in conjunction with the *Action Code* used:
 - a. Action Code 00 – Requires blank Last Earnings Date.
 - b. Action Code 40 – Requires Last Earnings Date of 12/31/YR, with YR being current processing year.
 - c. Action Code 50 – Requires Last Earnings Date in the current processing year.
 - d. Action Code 51 – Requires Last Earnings Date in the current processing year.
 - e. Action Code 53 – Requires Last Earnings Date in the current processing year.
 - f. Skip – Requires blank Last Earnings Date.
8. Complete **Hours and Earnings** fields:
 - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
 1. Action Code 00 – Required for fiscal year employees hired on or after July 1.
 2. Action Code 40 – Requires blank hours and earnings.
 3. Action Code 50 – Required for fiscal year employees if applicable.
 4. Action Code 51 – Required for fiscal year employees if applicable.
 5. Action Code 53 – Required for fiscal year employees if applicable.
 - b. **Calendar Year to Date** – Complete for all employment categories.
 1. Action Code 00 – Required for all employees.
 2. Action Code 40 – Requires blank hours and earnings.
 3. Action Code 50 – Required for all employees if applicable.
 4. Action Code 51 – Required for all employees if applicable.
 5. Action Code 53 – Required for all employees if applicable.
9. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee and deducted from the employee's paycheck. If contributions were all paid by employer, leave fields blank.
 - a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.

- b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
10. Complete the **Additional Contribution** fields if employees had additional contributions remitted to the WRS by the employer. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
 - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
 - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
 - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)
11. Select the **Save** button at the bottom of the 'Annuals Entry Form' screen to save the employee's annual detail. The next employee from your pre-list without a completed Action Code field, indicating an unprocessed annual, will be displayed.
12. Repeat Steps 3 through 11 until all employees on the pre-list have been updated. The **Action Code** field must be completed for each employee on the pre-list.
13. Once the last employee record on the pre-list has been saved, the **Review** and **Add New** buttons will appear at the bottom of the 'Annuals Entry Form' screen.
14. If all employees' annual detail has been completed go to Step 24. If you need to add an employee to the pre-list go to Step 15.
15. If an employee with hours and earnings paid in the current processing year was not on the pre-list or was listed incorrectly, select **Add New** button. The 'Annuals Entry Form – Add' screen will appear. (If the employee was not enrolled in WRS, enroll them in WRS using the enrollment update process.)
16. Enter the employee's nine-digit number in the **Social Security Number** field.
17. Enter the employee's first name in the **First Name** field.
18. Enter the employee's middle initial in the **Middle Initial** field (optional).
19. Enter the employee's last name in the **Last Name** field.
20. Select the employee's proper employment category from the **Employment Category** field.
21. Continue processing as instructed in Step 5 through 10, then select **Save New** button.
22. Review the newly saved annual detail. If incorrect, make the necessary corrections and again select **Save New** button.
23. Select the **Confirm Save** button when the annual detail for the newly added employee is accurate. A blank 'Annuals Entry Form – Add' screen will appear to add, if necessary, another employee following Steps 15 through 23.
24. Select the **Review** button. The 'Annuals Review Form' screen will appear showing the detail entered for all employees. Review for accuracy.
25. Select the **Review Additional** button to review the additional contribution amounts entered, if any. The 'Annuals Review Additional Contributions' screen will appear showing all employees with additional contributions amounts entered. Review for accuracy.

Note: Corrections to individual records may be made by selecting on the underlined name. Save the changes per Step 11.
26. Select the **Summary** button. The 'Annuals Summary Form' screen will appear showing total annual detail by employment category.
27. Select the **Print** button if all annual detail totals agree with your predetermined totals. Retain a copy of the annual detail totals screen print for your records.

NOTE: You are required to print a copy of the summary before the **Final Submit** button will appear.
28. Select the **Final Submit** button to transmit data to ETF.

29. Confirm submission of all transactions to ETF by selecting **OK**.

NOTE: Once the transactions have been submitted to ETF, you will not be able to process additional annuals through this application.